



**STATE OF TENNESSEE**  
**DEPARTMENT OF EDUCATION**

Andrew Johnson Tower, 6th Floor  
710 James Robertson Parkway  
Nashville, Tennessee 37243-0376

**MEMORANDUM**

TO: <<Director>>, <<SystemName>>  
FROM: Jerry Bates, Director, Applied School Technology  
DATE: October 7, 2003  
SUBJECT: **E-TOTE System Password**

USER NAME: <<**sys Username**>> PASSWORD: <<**SYS PASSWORD**>>

Here is the unique username with password needed to complete the on-line E-TOTE survey for your school district. We have also attached a master list of the school passwords for your district. We will also send the unique school username/password to each principal by regular mail.

We recommend you share this letter and the password with someone on your staff responsible for completing the E-TOTE survey. This may well be your **technology coordinator**, but because of your consolidated application for federal programs, you may want to include your **federal projects director**.

E-TOTE data collection for the 2003-04 school year is scheduled to begin October 15, 2003, and must be completed by January 15, 2004. Late-breaking announcements will always be posted on [www.state.tn.us/education/acctetote.htm](http://www.state.tn.us/education/acctetote.htm)

For E-TOTE data entry:

1. Go to the E-TOTE survey site at <http://tn.ontargetus.com/>
2. Type in your User Name and Password as shown above
3. Follow the instructions from the on-line Inventory at the web site.
4. **If you have any technical problems accessing the site, please call 1-800-624-4205 or email [ontargetsupport@aws.com](mailto:ontargetsupport@aws.com)**
5. When your answers are complete, be sure to complete the **Final Submission** process.

If your district has developed in-house surveys and guide sheets in support of the E-TOTE system, we invite you to share them with us. We will be happy to review them and then post them for others to borrow. Send them by e-mail to [Jerry.Bates@state.tn.us](mailto:Jerry.Bates@state.tn.us). The shared support documents will be available for download at [www.state.tn.us/education/acctetote.htm](http://www.state.tn.us/education/acctetote.htm)

2003-04 E-TOTE Online Survey for << <b>sys_name</b> >>	
Username: << <b>sys_username</b> >>	Password: << <b>sys_password</b> >>
E-TOTE data collection site	<a href="http://tn.ontargetus.com">http://tn.ontargetus.com</a>
E-TOTE tech support	1-800-624-4205 or <a href="mailto:ontargetsupport@aws.com">ontargetsupport@aws.com</a>
Data entry period	October 15, 2003 – January 15, 2004